

CHAPTER 9

PERMITS

SECTION:

- 5-9-1: Permit Required
- 5-9-2: Building Permits, Application
- 5-9-3: Certificates of Occupancy
- 5-9-4: Temporary Dwelling Permit

5-9-1: PERMIT REQUIRED: It shall be unlawful to establish any use of a building, structure, or land, either by itself or in addition to another use, or to erect a new building or structure, or part thereof, or to rebuild, structurally alter, add to or relocate any building or structure, or part thereof, without obtaining a permit from the Zoning Enforcing Officer in accordance with the regulations specified in this Chapter.

5-9-2: BUILDING PERMITS, APPLICATION:

- (A) Application for permits shall be filed in written form with the Enforcing Officer, shall state the legal description of the property, the name and address of the owner, the applicant and the contractor, the estimated costs, and shall describe the uses to be established or expanded and shall give such information as may be required by this Title for its proper enforcement.
- (B) All applications shall be accompanied by a dimensioned drawing of the building plot, showing the location of buildings and structures, lot areas to be used, and auto parking areas.
- (C) Each permit issued for a main building shall also cover any accessory structures or buildings constructed at the same time on the same premises, and such permit shall be posted in plain sight on the premises for which it is issued, until completion of construction or occupancy.
- (D) Any work authorized by permit must be completed within twelve (12) months of the date of permit issuance or the permit will expire and a new permit will be required. A permit shall be revoked by the Enforcing Officer when he shall find from personal inspection or

from competent evidence that the rules or regulations under which it has been issued are being violated.

- (E) All applications and a copy of all permits issued shall be systematically filed and kept by the Enforcing Officer in his office for ready reference.
- (F) To partially defray the expenses for inspecting the plans or property, a fee of two dollars (\$2.00) per one thousand dollars (\$1,000.00) of value shall be charged for the first thirty thousand dollars (\$30,000.00) of value of the improvement being built, thereafter, one dollar (\$1.00) per one thousand dollars (\$1,000.00) of valuation shall be charged for the value in excess of thirty thousand dollars (\$30,000.00). There shall be a minimum fee of ten dollars (\$10.00) per building permit, notwithstanding anything herein to the contrary. Payment shall be made to the Village General Fund and the Zoning Enforcing Officer shall receive ten dollars (\$10.00) per permit issued, payable on a quarterly basis. There shall be a maximum fee of five hundred dollars (\$500.00) per building permit, notwithstanding anything herein to the contrary.
- (G) In addition to any other expenses required under this Code, any building permit issued after construction has commenced shall be at a cost of twice the rate of a properly requested and issued permit as listed in sub-paragraph (F) hereof, without restriction.

5-9-3: CERTIFICATES OF OCCUPANCY:

- (A) No land shall be occupied or used and no building hereafter erected, altered or extended shall be used or changed in use until a certificate of occupancy shall have been issued by the Zoning Enforcing Officer.
- (B) All certificates of occupancy shall be applied for coincident with the application for a building permit, and said certificate shall be issued within three (3) days after the erection or alteration shall have been approved.

- (C) Certificates of occupancy for the use of vacant land shall be applied for before any such land shall be occupied or used, and a certificate of occupancy shall be issued within three (3) days after the application has been made, provided such use is in conformity with the provisions of this Title.
- (D) The Zoning Enforcing Officer shall maintain a record of all certificates and copies shall be furnished, upon request, to any person having a proprietary or tenancy interest in the building affected.
- (E) No permit for excavation for, or the erection or alteration or repairs to any building shall be issued until an application has been made for a certificate of occupancy.

5-9-4: TEMPORARY DWELLING PERMIT: Upon application to and receipt of a permit from the Enforcing Officer, a mobile home may be temporarily placed on construction lot for the limited period of six (6) months for the purpose of allowing the lot owner to reside at the construction site while a building is being constructed. A three (3) month extension may be granted by the Zoning Enforcing Officer upon written request and good cause shown.